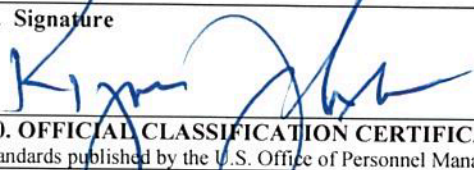
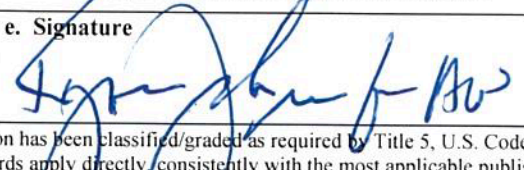



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Lenexa, KS		2. POSITION NUMBER EPGS19010	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90					
Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	Renewable Fuels Advisor	GS	0301	15	001
4. Supervisor's Recommendation	Renewable Fuels Advisor	GS	0301	15	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Jonathan Hackett			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 7		g.			
c.		h. Employing Office Location Lenexa, KS			
d.		i. Organization Code W0000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff		d. Typed Name and Title of Second-Level Supervisor Andrew R. Wheeler, Acting Administrator			
b. Signature 	c. Date 10/26/18	e. Signature 	f. Date 10/26/18		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code N/A	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 3/28/19
11. REMARKS Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

RENEWABLE FUELS ADVISOR

GS-0301-15

INTRODUCTION

The position sits in the immediate office of Region 7. This position provides expert advice to the Regional Administrator (RA) on environmental regulations and program activities with regard to their impact on the oil and gas sector, and Federal, State, and local agencies interacting with the sector. The incumbent also assures that the concerns and issues of the oil and gas sector are represented in EPA program activities, rulemakings, and operations.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as a senior advisor to the Regional Administrator. Provides advice concerning internal and external Agency policy efforts, receives internal policy briefings, and becomes familiar with relevant broad Agency policy issues. Provides analytical and technical leadership to Regional management and staff requiring a comprehensive understanding of complex oil and natural gas policy, and agriculture programs and policies. The employee uses judgment and discretion in determining intent and in interpreting existing policy and regulatory guidance for use by others within and outside the organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation related to renewable fuels and agriculture. Analysis and recommendations impact short-term and long-term strategic planning.
2. Maintains a continuous awareness of the major national agricultural policies relating to the programs of EPA and the policies and programs supported and advocated by Congress and the Administration in order to make recommendations to the Regional Administrator concerning the development and implementation of the Agency's major agricultural programs and policies. Identifies critical issues and independently develops potential corrective courses of action.
3. Serves as a policy analyst with a focus on analyzing, influencing, and communicating policy and technical expertise: regarding the development and implementation of lifecycle greenhouse gas (GHG) emissions analysis under the Renewable Fuels Standard (RFS) program. Provides technical expertise to the Region regarding the quantification of GHG emissions from an array of complex variables within a broad field to include but not limited to, conventional and alternative fuels, including biofuels, natural gas, electricity, and hydrogen. Independently negotiates the scope and objectives of projects with the staff, makes realistic assessments of the political and Agency environment in which policy alternatives will be considered, chosen and implemented, subject to general Agency policies and operating requirements. for the incumbent plans, coordinates, and carries out projects, keeping in mind that the portfolio of agriculture and renewable fuels are often highly visible with complex socio-economic impacts, often involving senior

levels of the EPA, State environmental agencies, and agriculture, oil and gas agencies, governors, their staff, and other elected officials.

4. Develops innovative policy positions, policy and programmatic options, and technical guidance on future policies of the RFS. Evaluates divergent professional opinions affecting significant, environmental issues to define feasible options, including the consequences of the adoption. Exercises considerable judgment in interpreting and adapting existing precedents and in developing new or improved approaches to analyze, develop, and present authoritative information or analyses on controversial and nationally important subjects related to the development and implementation of fuels policies.
5. Consults with senior Agency leaders to incorporate stakeholder concerns into Agency actions. Confers with key officials within the Agency and across Federal agencies to determine cross-cutting program requirements and develop viable solutions acceptable to all parties involved. Coordinates sensitive oil, gas, and agriculture policy issues with the Agency and between the Agency and other Federal agencies, Congress, States, tribes, industries including produce growers, public interest groups, and others. The incumbent is an authority on renewable fuels and agriculture programs, adding knowledge of unique circumstances which involve agriculture activities and EPA concerns.
6. May serve as an expert representative of the agency at national and international conferences on EPA's RFS program.
7. Represents the Regional Administrator at meetings and conferences and negotiating significant or controversial matters on behalf of Agency decision makes with high-level officials: from industry and other Federal agencies, working to develop, advance, and encourage EPA's RFS program. Participates as a recognized authority in intergovernmental and technical forums. Coordinates and facilitates projects requiring cross-team interaction within Region 7, and the Agency relating to RFS programs. Contacts both internal and external to the Agency often have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.
8. Manages with stakeholders, contractors and/or grantees workforce to include making assignments, directing work activities, and reviewing deliverables: carries out projects and assignments that evaluate greenhouse gas emissions of different types of fuels and policies; administer and manage work assignments with stakeholders, contractors and/or grantees; and performs training and procurement responsibilities required by federal and Agency policy.
9. Keeps abreast of new developments within and outside the Federal sector pertaining to renewable fuels and agriculture and provides advice to the Regional Administrator on strategies to accommodate such developments. Reviews and evaluates alternative and sometimes conflicting national, Regional, and State positions and actions on energy-related environmental policies and programs. Recommends new standards and approaches in light of emerging trends and technologies.
10. Performs other duties as assigned.

FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

Level 1-8; 1550 pts.

Mastery of qualitative and quantitative analysis principles, methods, practices techniques, and analytical methods. Skills to apply this mastery in developing new methods and approaches in planning, integrating and evaluating renewable fuels and agriculture programs for the Agency. Knowledge and skills to advise other specialists inside and outside the Agency, as well as the Regional Administrator and senior leadership and decision-makers, on issues of developing, communicating, or enhancing program matters involving interaction with all of the Agency's public, both nationally and internationally.

Mastery of advanced renewable fuels and agriculture principles and practices along with a comprehensive knowledge of strategic planning, and analysis sufficient to perform long-range and short-range program planning and strategy development and recommend implementation strategies which cut across all programs of the Region, and Agency, and have potential wide-ranging impact on program functions. Ability to plan and manage multiple high-level and high-stakes projects with short deadlines; sets priorities.

Comprehensive knowledge of laws, regulations, policy, and issues relating to renewable fuels and agriculture; the Agency's mission, program responsibilities and the current status of decisions and policies; sequence of timing of key program events and milestones; and specialized terminology applicable to the work sufficient to develop recommendations, objectives or programs to address the most urgent needs of the Regional Administrator; and discuss and explain controversial aspects of policy with the Regional Administrator and senior management.

In-depth knowledge of relationships with other governmental and non-governmental entities and public and private institutions; ability to target data for historical research related to Agency operations and relationships with outside parties; and analyze data collected.

Ability to perform policy analysis; knowledge of methods of evaluating the worth of program accomplishments; and ability to recommend action for improvement in the effectiveness of relationships between Agency mandates and goals of stakeholders sufficient to develop, extend or modify the purpose, function or direction of national level renewable fuels and agriculture programs.

Skill in written communication sufficient to organize and summarize large amounts of information; and write quickly and clearly on technical issues for both technical and non- technical audiences.

Skill in oral communication sufficient to make presentations to senior leadership and represent the Regional Administrator and Agency in public fora.

Factor 2 - Supervisory Controls**Level 2-5; 650 pts.**

Incumbent serves as the Regional Administrator's senior advisor and authoritative expert who can provide objective analyses of renewable fuels program operations and recommend integration strategies.

Incumbent is a recognized authority in the analysis and evaluation of programs and issues and is subject only to administrative and policy direction concerning overall project priorities and objectives. Incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. The supervisor provides administrative guidance solely in the form of general legislative, mission or policy direction. Incumbent has the highest degree of independence in seeking optimum solutions to problems. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled. Findings and recommendations are normally accepted without significant change.

Factor 3 – Guidelines**Level 3-5; 650 pts.**

Guidelines consist of laws, regulations, and directives, Agency policies, basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of Agency management. The employee uses judgment and discretion in determining intent and in interpreting existing policy and regulatory guidance for use by others within and outside the organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.

Factor 4 – Complexity**Level 4-6; 450 pts.**

The work consists of the analysis of broad functions and processes which may affect all Agency operations. Plans, organizes, and completes analytical studies involving the substance of key Agency programs that will enhance the ability of the Agency to implement regulatory mandates, measure their effectiveness and enact change to processes as necessary. There is extreme difficulty in identifying the nature of the issues or problems and in planning, organizing, and determining the scope and depth of the study. The nature and scope of issues are largely undefined. Difficulty is also encountered in separating the substantive nature of programs or issues into their components and determining the nature and magnitude of the interactions, and in discerning the intent of legislation and policy statements and determining how to translate the intent in program actions.

Factor 5 - Scope and Effect**Level 5-6; 450 pts.**

Performs very broad and extensive work assignments related to Agency renewable fuels programs which are of significant interest to the public and Congress. The programs typically cut across or strongly influence a number of Agencies. In many cases, studies are of major importance to each of several Departments and Agencies, and there may be disagreements

about which Department, Agency, or Program Office within EPA has primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested Agencies or with outside groups.

Recommendations involve highly significant programs or policy matters and may have an impact on several Departments or Agencies and may result in substantial redirection of federal efforts or policy related to major national issues. Results of work are critical to the mission of the Agency or affect large numbers of people on a long-term, continuing basis.

Factor 6 - Personal Contacts

Level 6-4; 110 pts.

Personal contacts are with high-ranking officials both inside and outside of the Agency, including the highest levels of Agency leadership, professional and administrative personnel throughout EPA and Agency stakeholders. Contacts are also with persons outside the agency which may include Congressional contacts, political officials, consultants, contractors or business executives. Contacts include the head of the Agency, Region and program officials at all managerial levels.

Factor 7 - Purpose of Contacts

Level 7-d; 220 pts.

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial matters including recommendations affecting major programs. Incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Factor 8 - Physical Demands

Level 8-1; 5 pts.

The work is primarily sedentary, although some light physical effort may be required.

Factor 9 - Work Environment

Level 9-1; 5 pts.

Work is typically performed in an adequately lighted and climate-controlled office.

TOTAL POINTS: 4090

GS-15 Grade Range: 4055 - up